



Environmental Protection Agency

Vacancy Listing Report

Vacancy Number: Reg 9-MP-2006-0033

Vacancy Description: Budget Analyst, GS-0560-9/11/12 (WTR)

Vac/Duty Loc 1: 1, San Francisco County, CA

Vac/Duty Loc 2:

Vac/Duty Loc 3:

Series/Grade: GS-0560-09/12

Hiring Agency: Environmental Protection Agency

Contact Information: Andrea Lee, 415-972-3826, lee.andrea@epa.gov

Promotion Potential: GS-12

Date Opened: 2/27/06

Date Closed: 3/13/06

Salary: 49124 - 92605

Information:

BEFORE APPLYING, PLEASE READ THE ENTIRE ANNOUNCEMENT AND PAY PARTICULAR ATTENTION TO THE "HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT" PARAGRAPHS WHICH INCLUDE INSTRUCTIONS FOR SUBMITTING REQUIRED SUPPLEMENTAL DOCUMENTS NECESSARY IN ORDER TO BE CONSIDERED.

RELOCATION EXPENSES

Travel, transportation, and relocation expenses will not be paid by the Agency. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected candidate.

WHO MAY APPLY

This merit promotion announcement is open to current permanent Region 9 employees only.

LOCATION OF POSITION:

U.S. Environmental Protection Agency, Region 9, Water Division, Immediate Office, San Francisco, California

NUMBER OF POSITIONS: 1 (Full-Time)

SALARY RANGE:

GS-09: \$49,124 - \$63,866 per annum

GS-11: \$59,436 - \$77,271 per annum

GS-12: \$71,237 - \$92,605 per annum

PROMOTIONAL POTENTIAL

The highest grade (full performance level) of this position is GS-12.

The position may be filled at either the GS-09 or GS-11 grade level. The primary difference between grade levels is the degree of supervision, the level of training and guidance provided and the complexity of assignment. A person selected at the GS-09 or GS-11 grade level may be promoted progressively to the full performance level of GS-12 without further competition.



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DESCRIPTION OF WORK AT THE GS-12 LEVEL

The incumbent is part of a team and is the principal advisor providing information, guidance and advice on the budget (80%), information technology (15%) and motor pool (5%).

The incumbent performs a variety of budgetary and administrative functions in the development and execution of the Water Division budget. Duties include developing the budget for the coming fiscal year; monitor the execution of the funds; resolve issues arising from these reviews; prepares various reports covering the status of funds; advises and provides consultation to Division's managers and staff; provides training to the Division's staff in the use of budgetary tools; and develops and implements internal financial and other administrative management procedures.

LAN administration duties include assigning user IDs; access for users; monitoring storage; point of contact for Water Division with the IRM and PMD staff on matters pertaining to installation and maintenance of computer systems.

Motor Pool duties include working with the Facilities Office and GS or car companies to obtain vehicles for the Division. Manages budget resources to ensure coverage of costs.

EMPLOYMENT CONDITIONS: The position may be subject to one or more of the following:

Union: ☐ Covered by NTEU

Medical Monitoring: ☐ NO ☐ ☐

Drug Testing: ☐ NO

Financial Disclosure: YES

Supervisory Probationary Period: NO

One Year Probationary Period: NO, unless on a current probationary period.

Position Sensitivity Level: Nonsensitive ☐

QUALIFICATION REQUIREMENTS

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards (www.opm.gov/qualifications/index.htm) by the close of the announcement. Federal employee applicants must also meet all applicable eligibility requirements (e.g. time-in-grade and time-after competitive appointment requirements) within 30 calendar days of the closing date of this announcement. Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for 12-months period you will be credited with 6 months of experience).

For the GS-9 level:

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- a. Master's degree or equivalent from an accredited college or university, or two full years of progressively higher level graduate education leading to such a degree; OR
- b. Minimum qualifying experience is one year of full time experience performing basic budget analyst duties equivalent to the GS-7 level. At this level, the incumbent demonstrates an understanding of different budget appropriations to monitor and track obligations to ensure budgets are neither exceeded nor under-spent; OR
- c. A combination of graduate education and experience. Only graduate education in excess of one year (18 semester units) will be considered when combining education and experience.

For the GS-11 level:

- a. Ph.D. or equivalent doctorate degree, or three full years of progressively higher level graduate education from an accredited college or university leading to such a degree; OR
- b. Minimum qualifying experience is one year of full-time specialized experience performing a variety of budget functions equivalent to the GS-09 level. At this level, the incumbent demonstrates knowledge of budget functions such as budget formulation, reviews, revisions, funds tracking, budget estimates, and projections; OR
- c. A combination of education and experience. Only graduate education in excess of two years (36 semester units) will be considered when combining education and experience.

For GS-12

Minimum qualifying experience is one year of full-time specialized experience performing a variety of budget functions equivalent to the GS-11 level. At this level, the incumbent demonstrates an in depth knowledge of budget functions such as analyzes and evaluates the effects of program plans and budget issues; prepare analysis of fund expenditures and takes action to ensure adequate funds for program coverage; prepares reports related to the status of funds, expenses, commitments, obligations, identifies and executes reprogramming actions; and provides analysis and advice on budgetary matters to program officials, managers, and resource administrators.

There is no allowable substitution of education for the GS-12 level.

EVALUATION CRITERIA

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. Applicants will be rated on the extend and quality of experience, education, and training



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relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via EZHire@EPA. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

WARNING! Your answers will be verified against information provided in your on-line resume. Be sure that your resume clearly supports your responses to all the questions by addressing experience and education relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT:

Resume and application questions for this vacancy MUST be received on-line via the www.epa.gov/ezhire web site BEFORE midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at www.opm.gov/forms/html/of.asp. Paper applications WILL NOT be accepted and requests for extensions WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide assistance for online submission. If you have accessed this announcement from an alternate web site please visit www.epa.gov/ezhire to apply for this position.

Please do not submit any additional documentation which has not been requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

WHERE TO OBTAIN MORE INFORMATION

You may search www.usajobs.opm.gov or you may call our office at (415) 972-3817.

REASONABLE ACCOMMODATION



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EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

APPLICANTS MUST BE U. S. CITIZENS OR RESIDENTS OF AMERICAN SAMOA OR SWAINS ISLAND.